DOCUMENT RESUME

ED 232 068 CG 016 762

TITLE	Ann Arbor Public Schools Guidance Services Program.
INSTITUTION	Ann Arbor Public Schools, Mich.
PUB DATE	Jul 80
NOTE	60p.
PUB TYPE	Guides - Non-Classroom Use (055) -- Reports - General (140)
EDRS PRICE	MF01/PC03 Plus Postage.
DESCRIPTORS	Counseling Objectives; Counselor Role; *Guidance Objectives; *Guidance Programs; Models; *Pupil Personnel Services; School Counseling; *School Guidance; Secondary Education; Secondary School Students

ABSTRACT

This program manual, developed by and for junior and senior high school counselors, provides detailed outlines of each facet of a comprehensive guidance program. The three major areas of services addressed are: (1) Educational Guidance Services (orientation, educational planning, alternative program selection, testing, special needs, and work opportunities); (2) Personal/Social Counseling Services (personal counseling, home and community consultation, staff consultation, and referral); and (3) Life/Career Guidance Services. Services for each grade level, 7-12, in each of the three conseling areas are detailed. The format for each grade level presents a description of the counselor's activities, e.g., assisting in the orientation of students, providing educational information, assisting with the interpretation of standardized test scores, and accepting staff referrals; specific counselor and student objectives are also included. Counseling tasks related to each set of objectives are detailed, and a month-by-month timetable for the accomplishment of these tasks is provided. (AG)

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ED232068

ANN ARBOR PUBLIC SCHOOLS

GUIDANCE SERVICES PROGRAM

July 1980

CG 016762

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TITLE: ANN ARBOR PUBLIC SCHOOLS
GUIDANCE SERVICES PROGRAM
PUB. DATE: 1980
LENGTH: 28 PAGES

The comprehensive guidance program of the Ann Arbor, Michigan Public Schools grew out of the efforts of a special committee of school counselors which met for two years to establish, crystallize and formalize the services and tasks the school counselors identified as their ongoing responsibilities. The program, reproduced here in its entirety, is designed for grades 7-12 and is organized in terms of objectives and the specific tasks necessary to reach those objectives.

EDUCATIONAL GUIDANCE SERVICES

ORIENTATION SERVICES

7th Grade

Description	Objectives
The guidance staff will:	Students and parents will become aware of:
Be involved in the planning and development of activities for students and parents in elementary feeder school in preparation for change to the intermediate schools.	1. The counselor and the guidance services provided. 2. Course offerings and description. 3. Building staff. 4. Building facilities. 5. Student activities. 6. Support staff and the services they provide. 7. The counselor and his/her role. 8. The procedures to use in meeting their needs by using the counselor.

Tasks	Month
The counselors will:	
1. Participate in a planning meeting with feeder school principals.	January/February
2. Assist the principal in planning the agenda for orientation services.	January/February
3. Prepare an information presentation for students and parents.	February
4. Organize and train a representative group of 7th grade students to assist in the delivery of the orientation presentation.	February/March

8th Grade

Description	Objectives
The counselors will:	Students will:
Assist in the orientation of students to the 8th grade.	1. Know the counselor and his/her role. 2. Be able to identify the procedure to use in utilizing the services of the counselor. 3. Become familiar with building program and facilities.

Tasks	Month
The counselors will:	
1. Organize and conduct classroom/small group presentations for students regarding: a. The role of the counselor. b. The confidentiality of the counseling relationship. c. The guidance calendar for the year. d. The procedure to use for utilizing guidance services. e. Student responsibility for self and learning. f. The value of getting involved in student activities.	September

9th Grade

Description	Objectives
The counselors will:	Students will:
Assist in the orientation of students to the 9th grade.	1. Know the counselor and his/her role. 2. Be able to identify the procedure to use in utilizing the services of the counselor. 3. Be more at ease in taking leadership roles in the school.

Tasks	Month
The counselors will:	
1. Organize and conduct classroom/small group presentations for all students regarding the following: a. The role of the counselor. b. Student responsibility for self and learning. c. Leadership responsibilities of 9th graders. d. The importance of doing well/i.e., permanent transcript.	September
2. Continue orientation activities for all late/new enrollees.	Continuing

ORIENTATION SERVICES (continued)

7th Grade

Tasks	Month
5. Be involved in the process of planning a hand-out for students regarding course selections.	February/March
6. A counselor 'team' will meet with elementary staff to: a. Explain the orientation presentation and exchange ideas. b. Clarify the need for information on students with immedi.te physical, social and academic concerns. (High risk students, gifted, leaders, problems, L.D., special needs, etc.) c. Acquire information from teachers on successful techniques used in working with specific problems of specific students.	March/April
7. Complete all orientation presentations to the feeder schools with the assistance of the student group. Invite parents, through the guidance newsletter, to take part in this orientation process.	March/April

8th Grade

Tasks	Month
2. Continue orientation activities for all new enrolees.	Continuing

(From 9th to 10th Grade)

9th Grade

Description	Objectives
The counselors will: Assist in activities for students in the 9th grade in preparation for movement to the high schools, including assistance to students and parents in their selection of high school courses and programs.	Students will: 1. Know about their next school setting. 2. Know about available courses and programs for selection.

Tasks	Month
1. Counselors in the intermediate schools and high schools will meet to discuss expectations of each other, new programs, dates of visitations, and other concerns.	December
2. Intermediate school counselors will inform teachers of courses and programs at the high school level.	January
3. Counselors will assist students in course selection using methods which may include: a. Classroom visitations. b. Information night for parents. c. Using older students as resource people. d. Slide presentation of receiving building and its program.	February

EDUCATIONAL GUIDANCE SERVICES

ORIENTATION SERVICES (continued)

7th Grade

Tasks	Month
8. Train students as tour guides of the intermediate building.	May/June
9. Assist in developing a procedure for feeder school students to become acquainted with the intermediate school building.	May/June
10. Assist in the planning of a parent meeting to be held at the intermediate school.	May
11. Participate in the fall orientation program for students and their parents.	September
12. Organize and conduct classroom presentations for all students regarding the following:	
a. The role of the counselor.	
b. The confidentiality of the counseling relationship.	
c. The procedure for utilizing guidance services.	September
d. Student responsibility for self and learning.	
e. The need for students to get involved in student activities.	
13. Continue orientation services for all late/new enrollees.	Continuing

Suggestions: Use audio-visual aids and provide information on the following topics: Course description, teachers, administrators, secretaries, support personnel, building facilities, bus program, general functions of students in the building (a typical day), and student activities.

8th Grade (None)

9th Grade

Tasks	Month
4. Assist students needing additional help.	February/March
5. Counselors will assist in the revision of the student's tentative four-year educational plan.	February/March

EDUCATIONAL GUIDANCE SERVICES

ORIENTATION SERVICES

10th Grade

Description

The guidance staff will:

Participate in activities with students in the intermediate schools in preparation for movement to new schools, including assistance to students and parents in their selection of high school courses and programs.

Objectives

Students will:

1. Know about their next school.
2. Know about available courses and programs for selection.
3. Know the counselor and his/her role.
4. Become familiar with facilities at their new school.
5. Be able to identify the procedure to use in meeting his/her own needs.
6. Be at ease regarding new grade and school.

Tasks	Month
1. Principal and counselors will meet with department heads to review and update graduation requirements, sequential programs, and course offerings.	November
2. Counselors in the intermediate and high schools will meet to discuss new programs, dates of visitations, and other concerns.	December

11th Grade

Description

The counselors will:

Assist in the planning and organization of activities to help new students in adjusting to the change in schools.

Objectives

New students will:

1. Know the counselor and his/her role.
2. Become familiar with facilities.
3. Be able to identify the procedure to use in meeting his/her own needs.

Tasks	Month
The counselors will:	
1. Participate in the fall orientation program for new students and parents.	As needed
2. Provide information for new 11th grade students regarding the following:	As needed
a. The role of the counselor at the senior high school. b. Teacher/student relationships. c. Student responsibility for self and learning.	

12th Grade

Description

The counselors will:

Assist in the planning and organization of activities to help new students in adjusting to the change in schools.

Objectives

New students will:

1. Know the counselor and his/her role.
2. Become familiar with facilities at their new school.
3. Be able to identify the procedure to use in meeting his/her own needs.

Tasks	Month
The counselors will:	
1. Participate in the fall orientation program for new students and parents.	As needed
2. Provide information for new 12th grade students regarding the following:	As needed
a. The role of the counselor at the senior high school, b. Teacher/student relationships, and c. Student responsibility for self and learning.	

ORIENTATION SERVICES (continued)

10th Grade		11th Grade		12th Grade	
Tasks	Month	Tasks	Month	Tasks	Month
3. Counselors assist students with the course selection/ educational planning process using appropriate methods which may include: a. Classroom visitations. b. Information night for parents. c. Using older students as resource people, and d. Slide presentation of receiving building and its program.	February/March				
4. Assist in the planning and organization of activities to help the students adjust to the change in grade and/or school.	April				
5. Participate in the fall orientation program for students and parents.	August/September				
6. Organize and conduct classroom presentation for all 10th grade students regarding the following: a. The role of the counselor at the senior high school, b. Teacher/ student relationships, and c. Student responsibility for self and learning.	September				

EDUCATIONAL GUIDANCE SERVICES

EDUCATIONAL PLANNING SERVICES

7th Grade

Description	Objectives
The counselors will:	The students will:
1. Provide educational information to students, parents, and staff. 2. Provide assistance to parents/students as they make decisions regarding appropriate course and program selections.	1. Understand the decision-making process regarding courses and programs. 2. Know about courses and programs available for their selection. 3. Make course and program selections according to their needs and interests.

Tasks	Month
The counselor will	
1. Participate in meetings with students and parents to discuss educational and vocational plans of students.	February/March
2. Inform students/parents of alternatives, off-site programs, and other options.	February/March
3. Meet with students in order to initiate their decision-making regarding courses and programs.	February/March
4. Follow up with students who were absent or are having difficulty with decisions.	March/April
5. Request a parent/guardian signature on course selection forms.	April
6. Individualize class lists, based on student needs, where appropriate.	April/May

8th Grade

Description	Objectives
The counselors will:	The students will:
1. Provide educational information to students, parents, and staff. 2. Provide assistance to parents/students as they make decisions regarding appropriate course and program selections.	1. Know about courses and programs available for their selection. 2. Make course and program selections according to their needs and interests.

Tasks	Month
The counselor will:	
1. Participate in meetings with students and parents to discuss educational and vocational plans of students.	February
2. Inform students/parents of alternatives, off-site programs, and other options.	February
3. Assist in the dissemination of post-high school educational/financial planning information to parents/students.	April
4. Organize and conduct a program to provide students with an interest inventory and relevant follow-up discussions about the results of the inventory with students and parents.	October/November/December
5. Request a parent/guardian signature on course selection forms.	April
6. Individualize class lists, based on student needs, where appropriate.	April/May

9th Grade

Description	Objectives
The counselors will:	The students will:
1. Provide educational information to students, parents, and staff. 2. Provide assistance to parents/students as they make decisions regarding appropriate course and program selections.	1. Know about courses and programs available for their selection. 2. Make course and program selections according to their needs and interests. 3. Understand the credit system. 4. Understand what the required courses are. 5. Be aware of the variety of electives. 6. Be aware of the need to plan for sequential courses. 7. Understand the significance of grade point average (GPA).

Tasks	Month
The counselors will:	
1. Explain the credit system.	February/March/April
2. Discuss courses required for graduation.	February/March/April
3. Discuss courses relevant to post-high school plans.	February/March/April
4. Discuss expectations regarding high school level work, grade point average (GPA), transcript, and long-range planning.	February/March/April
5. Request a parent/guardian signature on course selection forms.	April
6. Individualize class lists, based on student needs, where appropriate.	April/May

EDUCATIONAL GUIDANCE SERVICES

EDUCATIONAL PLANNING SERVICES

10th Grade

Description	Objectives
The counselors will:	Students will:
1. Identify and distribute relevant educational information to students, parents and staff. 2. Assist parents and students as they make decisions regarding appropriate course and program selections.	1. Know about courses and programs available for their selection. 2. Make course and program selections according to their needs and interests.

Tasks	Month
The counselors will:	
1. Participate in meetings with students/parents to discuss educational/vocational plans of the students and available courses/ programs.	February/March
2. Inform students/ parents of alternatives, off-site programs, and other options.	February/March
3. Meet with students in order to initiate their decision-making regarding courses and programs.	Continuing
4. Review tentative four-year plan of studies with students.	

11th Grade

Description	Objectives
The counselors will:	Students will:
1. Identify and distribute relevant educational information to students, parents and staff. 2. Assist parents and students as they make decisions regarding appropriate course and program selections.	1. Know about courses and programs available for their selection. 2. Make course and program selections according to their needs and interests.

Tasks	Month
The counselors will:	
1. Assist in organizing meetings with students/parents to discuss educational/ vocational plans of the students and available courses/ programs. Review credit status with parents/students and discuss graduation requirements and vocational plans.	November/December/ January
2. Send letter to parents of each student and inform them of credit status - credits needed to graduate.	November/December/ January
3. Inform students/ parents of alternatives, off-site programs, and other options.	February

12th Grade

Description	Objectives
The counselors will:	Students will:
1. Identify and distribute relevant educational information to students, parents and staff. 2. Assist parents and students as they make decisions regarding appropriate course and program selections.	1. Know about courses and programs available for their selection. 2. Make course and programs available for their needs and interests.

Tasks	Month
The counselors will:	
1. Assist in arranging and coordinating visitations of post high school, college and technical school representatives.	September/October
2. Conduct group guidance sessions relating to educational planning.	September/October
3. Meet individually with each senior to review: a. Credit status for graduation b. Post-high school plans c. Local employment opportunities/job placement services.	September/April

EDUCATIONAL PLANNING SERVICES (continued)

10th Grade

Tasks	Month
5. Request a parent-guardian signature on course selection forms and major schedule changes.	March
6. Provide information to students and parents about summer school options and enroll students in summer school programs, when appropriate.	May/June

11th Grade

Tasks	Month
4. Organize and conduct a program to provide students with an interest inventory and relevant follow-up discussions about the results of the inventory with students and parents.	October/November
5. Meet with students in order to initiate their decision-making regarding courses and programs.	February
6. Provide/hold information sessions with parents/students to discuss 12th grade and post-high school plans.	February/March
7. Request a parent-guardian signature on course selection forms and major schedule change requests.	March
8. Provide information to students and parents about summer school programs, where appropriate.	May/June

12th Grade

Tasks	Month
4. Prepare in triplicate "Senior Check-up Sheet" showing graduation status for each counselor. One copy should be given student, one copy sent to parent, and one copy kept in counselor's file.	October/November
5. Contact seniors personally who have failed required courses and/or have become deficient in credits during the first semester. Inform parents by letter of any changes in program and the student's current status.	January/February
6. Contact seniors and their parents whose grades indicate they may not graduate.	February/March/ April/May
7. Notify those seniors and their parents who will not graduate.	As soon as known

EDUCATIONAL GUIDANCE SERVICES

ALTERNATIVE PROGRAM SELECTION SERVICES

7th Grade

Description	Objectives
The guidance staff will: Assist in providing information from which pare ts/ students can make appropriate decisions about enrolling in alternative educational settings.	1. Students will know about alternative educational settings available for selection. 2. Students who select alternative educational settings will perceive that selection as being in their best interest.

Tasks	Month
The counselors will:	
1. Inform students/ parents about alternative educational settings at orientation meetings.	Continuing
2. Assist in the referral of interested students to the educational setting of interest.	Continuing

8th Grade

Description	Objectives
The counselors will: Assist in providing information from which parents/ students can make appropriate decisions about enrolling in alternative educational settings.	1. Students will know about alternative educational settings available for selection. 2. Students who select alternative educational settings will perceive that selection as being in their best interest.

Tasks	Month
The counselors will:	
1. inform students/ parents about alternative educational settings at orientation meetings.	Continuing
2. Assist in the referral of interested students to the educational setting of interest.	Continuing

9th Grade

Description	Objectives
The counselors will: Assist in providing information from which parents/ students can make appropriate decisions about enrolling in alternative educational settings.	1. Students will know about alternative educational settings available for selection. 2. Students who select alternative educational settings will perceive that selection as being in their best interest.

Tasks	Month
The counselors will:	
1. Inform students/ parents about alternative educational settings at orientation meetings.	Continuing
2. Assist in the referral of interested students to the educational setting of interest.	Continuing

EDUCATIONAL GUIDANCE SERVICES

ALTERNATIVE PROGRAM SERVICES

10th Grade

Description	Objectives
The guidance staff will: Assist in providing information from which parents/ students can make appropriate decisions about enrolling in alternative educational settings.	1. Students will know about alternative educational settings available for selection. 2. Students who select alternative educational settings will perceive that selection as being in their best interest.

Tasks	Month
The counselors will:	
1. When appropriate, at orientation and through contacts with parents, inform students/parents about alternative educational settings.	Continuing
2. Assist in the referral of students to the educational setting of interest.	Continuing

11th Grade

Description	Objectives
The counselors will: Assist in providing information from which parents/ students can make appropriate decisions about enrolling in alternative educational settings.	1. Students will know about alternative educational settings available for selection. 2. Students who select alternative educational settings will perceive that selection as being in their best interest.

Tasks	Month
The counselors will:	
1. When appropriate, and through contacts with parents, inform students/parents about all alternative educational settings.	Continuing
2. Assist in the referral of interested students to the educational setting of interest.	Continuing

12th Grade

Description	Objectives
The counselors will: Assist in providing information from which parents/ students can make appropriate decisions about enrolling in alternative educational settings.	1. Students will know about alternative educational settings available for selection. 2. Students who select alternative educational settings will perceive that selection as being in their best interest.

Tasks	Month
The counselors will:	
1. When appropriate, at orientation and through contacts with parents, inform students/parents about alternative educational settings.	Continuing
2. Assist in the referral of interested students to the educational setting of interest.	Continuing

EDUCATIONAL GUIDANCE SERVICES

TESTING SERVICES

7th Grade

Description	Objectives
The counselors will:	Students/Parents will:
Assist with the interpretation of standardized testing results.	Understand the results of standardized tests.

Tasks	Month
The counselors will:	
Participate in meetings and/or interviews with students and parents about the results of standardized tests, as needed.	Continuing

8th Grade

Description	Objectives
The counselors will:	Students/Parents will:
Assist with the interpretation of standardized testing results.	Understand the results of standardized tests.

Tasks	Month
The counselors will:	
Participate in meetings and/or interviews with students and parents about the results of standardized tests, as needed.	Continuing

9th Grade

Description	Objectives
The counselors will:	Students/Parents will:
Assist with the interpretation of standardized testing results.	Understand the results of standardized tests.

Tasks	Month
The counselors will:	
Participate in meetings and/or interviews with students and parents about the results of standardized tests, as needed.	Continuing

EDUCATIONAL GUIDANCE SERVICES

TESTING SERVICES

10th Grade

Description	Objectives
The counselors will:	Students/Parents will:
Assist with the interpretation of standardized testing results.	Understand the results of standardized tests.

Tasks	Month
The counselors will:	
Participate in meetings and/or interviews with students and parents about the results of standardized tests, as needed.	Continuing

11th Grade

Description	Objectives
The counselors will:	Students/Parents will:
Assist with the interpretation of standardized testing results.	Understand the results of standardized tests.

Tasks	Month
The counselors will:	
Participate in meetings and/or interviews with students and parents about the results of standardized tests, as needed.	Continuing

12th Grade

Description	Objectives
The counselors will:	Students/Parents will:
Assist with the interpretation of standardized testing results.	Understand the results of standardized tests.

Tasks	Month
The counselors will:	
Organize and hold meetings and/or interviews with students and parents about the results of standardized tests, as needed.	Continuing

EDUCATIONAL GUIDANCE SERVICES

SPECIAL NEEDS SERVICES

7th Grade

Description	Objectives
The counselors will: Assist in the identification and referral of students to special needs services.	1. Students/parents will know of special services available. 2. Interested and qualified students will participate in special needs programs.

Tasks	Month
The counselors will:	
1. Inform students/parents of special services available: Gifted, handicapped, academic disabilities, special education, reading center, and tutorial services.	Continuing
2. Assist students with special needs, using referrals, test results, and cumulative file information.	Continuing
3. Facilitate referral to special services and participate in EPPC's.	Continuing
4. Take appropriate action to implement placement recommendations.	Continuing
5. Assist students/parents in finding tutors, when needed.	Continuing

8th Grade

Description	Objectives
The counselors will: Assist in the identification and referral of students to special needs services.	1. Students/parents will know of special services available. 2. Qualified students will participate in special needs services.

Tasks	Month
The counselors will:	
1. Inform students/parents of special services available: Gifted, handicapped, academic disabilities, special education, reading center, vocational programs, and tutorial services.	Continuing
2. Assist students with special needs, using referrals, test results, and cumulative file information.	Continuing
3. Facilitate referral to special services and participate in EPPC's.	Continuing
4. Take appropriate action to implement placement recommendations.	Continuing

9th Grade

Description	Objectives
The counselors will: Assist in the identification and referral of students to special needs services.	1. Students/parents will know of special services available. 2. Qualified students will participate in special needs services.

Tasks	Month
The counselors will:	
1. Inform students/parents of special services available: Gifted, handicapped, academic disabilities, special education, reading center, vocational programs, and tutorial services.	Continuing
2. Assist students with special needs, using referrals, test results, and cumulative file information.	Continuing
3. Facilitate referral to special services and participate in EPPC's.	Continuing
4. Take appropriate action to implement recommendations.	Continuing

EDUCATIONAL GUIDANCE SERVICES

SPECIAL NEEDS SERVICES

10th Grade

Description

The counselors will:

Assist in the identification and referral of students to special needs services.

Objectives

1. Students/parents will know of special services available.
2. Qualified students will participate in special needs services.
3. Potential dropouts and dropouts will know the services/options available to them.

Tasks	Month
1. Inform students/parents of special services available: Gifted, handicapped, academic disabilities special education, reading center, vocational programs, and tutorial services.	Continuing
2. Encourage the development and maintenance of a special services directory.	Continuing
3. Assist students with special needs using referrals, test results, and cumulative file information.	Continuing
4. Facilitate referral to special services and participate in EPPC's.	Continuing
5. Take appropriate action to implement recommendations.	Continuing
6. Dropouts will be contacted and available services/options will be explained.	Continuing

11th Grade

Description

The counselors will:

Assist in the identification and referral of students to special needs services.

Objectives

1. Students/parents will know of special services available.
2. Qualified students will participate in special needs services.
3. Dropouts will know the services/options available to them.

Tasks	Month
1. Inform students/parents of special services available: Gifted, handicapped, academic disabilities, special education, reading center, vocational programs, and tutorial services.	Continuing
2. Assist students who have identifiable special needs - using referrals, test results, and cumulative file information.	Continuing
3. Facilitate referral to personnel special services and participate in EPPC's.	Continuing
4. Take appropriate action to implement recommendations.	Continuing
5. Dropouts will be contacted and available services/options will be explained.	Continuing

12th Grade

Description

The counselors will:

Assist in the identification and referral of students to special needs services.

Objectives

1. Students/parents will know of special services available.
2. Qualified students will participate in special needs services.
3. Dropouts will know the services/options available to them.

Tasks	Month
1. Inform students/parents of special services available: Gifted, handicapped, academic disabilities, special education, reading center, vocational programs, and tutorial services.	Continuing
2. Assist students who have identifiable special needs - using referrals, test results, and cumulative file information.	Continuing
3. Facilitate referral to personnel special services and participate in EPPC's.	Continuing
4. Take appropriate action to implement recommendations.	Continuing
5. Dropouts will be contacted and available services/options will be explained.	Continuing

EDUCATIONAL GUIDANCE SERVICES

WORK OPPORTUNITY SERVICES

7th Grade

Description	Objectives
The counselors will:	Students will:
Assist in providing information to students about work opportunity programs. (Referral to C.O.E. office, job placement office, C.E.T.A. placement, special needs, M.O.I.S. job information).	1. Know about work opportunities. 2. Determine the work opportunities that best fits his/her needs. 3. Participate in the work opportunities, if interested and qualified.

Tasks	Month
The counselors will	
Assist those students who have a need and/or desire to participate by:	
a. Informing students of work opportunities available, and	Continuing
b. Outlining the procedures for participating in program.	Continuing

8th Grade

Description	Objectives
The counselors will:	Students will:
Assist in providing information to students about work opportunity programs. (Referral to C.O.E. office, job placement office, C.E.T.A. placement, special needs, M.O.I.S. job information).	1. Know about work opportunities. 2. Determine the work opportunities that best fits his/her needs. 3. Participate in the work opportunities, if interested and qualified

Tasks	Month
The counselors will:	
Assist those students who have a need and/or desire to participate by:	
a. Informing students of work opportunities available, and	Continuing
l Outlining the procedures for participating in program.	Continuing

9th Grade

Description	Objectives
The counselors will	Students will:
Assist in providing information to students about work opportunity programs. (Referral to C.O.E. office, job placement office, C.E.T.A. placement, special needs, M.O.I.S. job information).	1. Know about work opportunities. 2. Determine the work opportunities that best fits his/her needs. 3. Participate in the work opportunities, if interested and qualified.

Tasks	Month
The counselors will:	
Assist those students who have a need and/or desire to participate by:	
a. Informing students of work opportunities available, and	Continuing
b. Outlining the procedures for participating in program.	Continuing

EDUCATIONAL GUIDANCE SERVICES

WORK OPPORTUNITY SERVICES

10th Grade

Description	Objectives
The counselors will:	Students will:
Assist in providing information to students about work opportunity programs. (Referral to C.O.E. office, job placement office, C.E.T.A. placement, special needs, M.O.I.S. job information).	1. Know about work opportunities. 2. Determine the work opportunities that best fits his/her needs. 3. Participate in the work opportunities, if interested and qualified.

Tasks	Month
The counselors will:	
Assist those students who have a need and/or desire to participate by: a. Informing students of sources of information about work opportunities, and b. Outlining the procedures for participating in program.	Continuing

11th Grade

Description	Objectives
The counselors will:	Students will:
Assist in providing information to students about work opportunity programs. (Referral to C.O.E. office, job placement office, C.E.T.A. placement, special needs, M.O.I.S. job information).	1. Know about work opportunities. 2. Determine the work opportunities that best fits his/her needs. 3. Participate in the work opportunities, if interested and qualified.

Tasks	Month
The counselors will:	
Assist those students who have a need and/or desire to participate by: a. Informing students of sources of information about work opportunities, and b. Outlining the procedures for participating in program.	Continuing

12th Grade

Description	Objectives
The counselors will:	Students will:
Assist in providing information to students about work opportunity programs. (Referral to C.O.E. office, job placement office, C.E.T.A. placement, special needs, M.O.I.S. job information).	1. Know the work opportunities. 2. Determine the program that best fits his/her needs. 3. Participate in the program, if interested and qualified.

Tasks	Month
The counselors will:	
Assist those students who have a need and/or desire to participate by: a. Informing students of sources of information about work opportunities, and b. Outlining the procedures for participating in program.	Continuing

PERSONAL-SOCIAL COUNSELING SERVICES

PERSONAL COUNSELING

7th Grade

Description	Objectives
The counselors will:	Students will:
Work to establish rapport with each counselee so that they have the opportunity to express ideas and feelings about their concerns and interests.	1. Be aware of the services of the counselor. 2. Seek the assistance of the counselor, when needed. 3. Be able to locate and use available information. 4. Be able to approach and negotiate with a member of the staff a resolution to an educational problem.

Tasks	Month
The counselors will:	
1. Initiate contact with students at orientation visits, explain the services of the counselor, and discuss school and social adjustment.	September
2. Conduct individual and/or small group counseling sessions with those referred by parents, staff, and students.	Continuing

8th Grade

Description	Objectives
The counselors will:	Students will:
Work to establish rapport with each counselee so that they have the opportunity to express ideas and feelings about their concerns and interests.	1. Be aware of the services of the counselor. 2. Seek the assistance of the counselor, when needed. 3. Be able to locate and use available information. 4. Be able to approach and negotiate with a member of the staff a resolution to an educational problem.

Tasks	Month
The counselors will:	
1. Initiate contact with students at orientation visits, explain the services of the counselor, and discuss school and social adjustment.	September
2. Conduct individual and/or small group counseling sessions with those seeking assistance and with those referred by parents, staff, and students.	Continuing

9th Grade

Description	Objectives
The counselors will:	Students will:
Work to establish rapport with each counselee so that they have the opportunity to express ideas and feelings about their concerns and interests.	1. Be aware of the services of the counselor. 2. Seek the assistance of the counselor. 3. Be able to locate and use available information.

Tasks	Month
The counselors will:	
1. Initiate contact with students at orientation visits, explain the services of the counselor, and discuss school and social adjustment.	September
2. Conduct individual and/or small group counseling sessions with self-referred students and with those referred by parents, staff, and students.	Continuing

PERSONAL-SOCIAL COUNSELING SERVICES

PERSONAL COUNSELING (continued)

7th Grade		8th Grade		9th Grade	
Tasks	Month	Tasks	Month	Tasks	Month
3. Conduct group counseling sessions with small groups of students related to personal and social adjustment, as necessary. Formation of these groups will be determined on the basis of the thrust of the total guidance program.	Continuing	3. Conduct group counseling sessions with small groups of students related to personal and social adjustment, as necessary. Formation of these groups will be determined on the basis of the thrust of the total guidance program.	Continuing	3. Conduct group counseling sessions with small groups of students related to personal and social adjustment, as necessary. Formation of these groups will be determined on the basis of the thrust of the total guidance program.	Continuing
4. Provide support to students and assist them in the development of decision-making skills.	Continuing	4. Provide support to students and assist them in the development of decision-making skills.	Continuing	4. Provide support to students and assist them in the development of decision-making skills.	Continuing
5. Organize and disseminate information which relates to students making personal decisions about themselves and their relationships with others.	Continuing	5. Organize and disseminate information which relates to students making personal decisions about themselves and their relationships with others.	Continuing	5. Organize and disseminate information which relates to students making personal decisions about themselves and their relationships with others.	Continuing
				6. Assist in the creation of informational displays that are easily accessible to students.	Continuing

PERSONAL-SOCIAL GUIDANCE SERVICES

PERSONAL COUNSELING SERVICES

10th Grade

Description	Objectives
The counselors will:	The students will:
Work to establish rapport with each counselee so that they have the opportunity to express ideas and feelings about their concerns and interests.	1. Be aware of the services of the counselor. 2. Seek the assistance of the counselor, when needed. 3. Be able to locate and use available information. 4. Be able to approach and negotiate with a member of the staff a resolution to an educational problem.

Tasks	Month
The counselors will:	
1. Initiate contact with students at orientation visits, and explain the services of the counselor, and discuss school and social adjustment.	September
2. Conduct individual and/or small group counseling sessions with self-referral students and with those referred by parents and staff and students.	Continuing

11th Grade

Description	Objectives
The counselors will:	The students will:
Work to establish rapport with each counselee so that they have the opportunity to express ideas and feelings about their concerns and interests.	1. Be aware of the services of the counselor. 2. Seek the assistance of the counselor, when needed. 3. Be able to locate and use available information. 4. Be able to approach and negotiate with a member of the staff a resolution to an educational problem.

Tasks	Month
The counselors will:	
1. Initiate contact with new students at orientation visits, explain the services of the counselor, and discuss school and social adjustment.	September
2. Conduct individual and/or small group counseling sessions with those seeking assistance and with those referred by parents and staff and students.	Continuing

12th Grade

Description	Objectives
The counselors will:	The students will:
Work to establish rapport with each counselee so that they have the opportunity to express ideas and feelings about their concerns and interests.	1. Be aware of the services of the counselor. 2. Seek the assistance of the counselor, when needed. 3. Be able to locate and use available information. 4. Be able to approach and negotiate with a member of the staff a resolution to an educational problem.

Tasks	Month
The counselors will:	
1. Initiate contact with new students at orientation visits, explain the services of the counselor, and discuss school and social adjustment.	September
2. Conduct individual and/or small group counseling sessions with those seeking assistance and with those referred by parents and staff and students.	Continuing

PERSONAL-SOCIAL GUIDANCE SERVICES

PERSONAL COUNSELING SERVICES (continued)

10th Grade

Tasks	Month
3. Conduct group counseling sessions with small groups of students related to personal and social adjustment, as necessary. Formation of these groups will be determined on the basis of the thrust of the total guidance program.	Continuing
4. Provide support to students and assist them in the development of decision-making skills.	Continuing
5. Organize and disseminate information which relates to students making personal decisions about themselves and their relationships with others.	Continuing

11th Grade

Tasks	Month
3. Conduct group counseling sessions with small groups of students related to personal and social adjustment, as necessary. Formation of these groups will be determined on the basis of the thrust of the total guidance program.	Continuing
4. Provide support to students and assist them in the development of decision-making skills.	Continuing
5. Organize and disseminate information which relates to students making personal decisions about themselves and their relationships with others.	Continuing

12th Grade

Tasks	Month
3. Conduct group counseling sessions with small groups of students with similar concerns related to personal and social adjustment, as necessary. Formation of these groups will be determined on the basis of the thrust of the total guidance program.	Continuing
4. Provide support to students and assist them in the development of decision-making skills.	Continuing
5. Organize and disseminate information which relates to students making personal decisions about themselves and their relationships with others.	Continuing

PERSONAL-SOCIAL GUIDANCE SERVICES

HOME AND COMMUNITY CONSULTATION SERVICES

7th Grade

Description	Objectives
The counselors will:	Students will:
Assist in the coordination of home, school, and community efforts which positively affect the students.	Perceive his/her school, community and home as working together to meet his/her needs.

Tasks	Month
The counselors will:	
Provide liaison services for students, parents, and teachers.	Continuing

8th Grade

Description	Objectives
The counselors will:	Students will:
Assist in the coordination of home, school, and community efforts which positively affect the students.	Perceive his/her school, community and home as working together to meet his/her needs.

Tasks	Month
The counselors will:	
Provide liaison services for students, parents, and teachers.	Continuing

9th Grade

Description	Objectives
The counselors will:	Students will:
Assist in the coordination of home, school, and community efforts which positively affect the students.	Perceive his/her school, community and home as working together to meet his/her needs.

Tasks	Month
The counselors will:	
Provide liaison services for students, parents, and teachers.	Continuing

PERSONAL-SOCIAL GUIDANCE SERVICES

HOME AND COMMUNITY CONSULTATION

10th Grade

Description	Objectives
The counselors will:	Students will:
Assist in the coordination of home, school, and community efforts which positively affect the students.	The student will perceive his/her school, community and home as working together to meet his/her needs.

Tasks	Month
The counselors will:	
Provide liaison services between students, parents, teachers, and other appropriate personnel.	Continuing

11th Grade

Description	Objectives
The counselors will:	Students will:
Assist in the coordination of home, school, and community efforts which positively affect the students.	The student will perceive his/her school, community and home as working together to meet his/her needs.

Tasks	Month
The counselors will:	
Provide liaison services between students, parents, teachers, and other appropriate personnel.	Continuing

12th Grade

Description	Objectives
The counselors will:	Students will:
Assist in the coordination of home, school, and community efforts which positively affect the students.	The student will perceive his/her school, community and home as working together to meet his/her needs.

Tasks	Month
The counselors will:	
Provide liaison services between students, parents, teachers, and other appropriate personnel.	Continuing

PERSONAL-SOCIAL GUIDANCE SERVICES

STAFF CONSULTATION SERVICES

7th Grade

Description	Objectives
The counselors will:	Counselors will:
Accept staff referrals and provide appropriate feedback.	1. Encourage building staff to make appropriate referrals. 2. Maintain a positive rapport with staff.

Tasks	Month
The counselors will:	
1. Reach mutual agreement with all staff regarding referral procedure (counseling vs. discipline referral).	September/Continuing
2. Consult with teachers, parents, and administrators when appropriate.	Continuing
3. Provide follow-up with the appropriate personnel.	Continuing

8th Grade

Description	Objectives
The counselors will:	Counselors will:
Accept staff referrals and provide appropriate feedback.	1. Encourage building staff to make referrals. 2. Maintain a positive rapport with staff.

Tasks	Month
The counselors will:	
1. Reach mutual agreement with all staff regarding referral procedure (counseling vs. discipline referral).	September/Continuing
2. Consult with teachers, parents, and administrators when appropriate.	Continuing
3. Provide follow-up with the appropriate personnel.	Continuing

9th Grade

Description	Objectives
The counselors will:	Counselors will:
Accept staff referrals and provide appropriate feedback.	1. Encourage building staff to make referrals. 2. Maintain a positive rapport with staff.

Tasks	Month
The counselors will:	
1. Reach mutual agreement with all staff regarding referral procedure (counseling vs. discipline referral).	September/Continuing
2. Consult with teachers, parents, and administrators when appropriate.	Continuing
3. Provide follow-up with the appropriate personnel.	Continuing

PERSONAL-SOCIAL GUIDANCE SERVICES

STAFF CONSULTATION SERVICES

10th Grade

Description	Objectives
The counselors will: Accept staff referrals and provide appropriate feedback.	1. Encourage building staff to make referrals. 2. Maintain a positive rapport with staff.

Tasks	Month
The counselors will:	
1. Reach mutual understandings with the administration regarding referral procedure; e.g., counseling vs. discipline referral.	September/Continuing
2. Consult with teachers, parents, and administrators when appropriate.	Continuing
3. Provide follow-up with appropriate personnel.	Continuing

11th Grade

Description	Objectives
The counselors will: Accept staff referrals and provide appropriate feedback.	1. Encourage building staff to make referrals. 2. Maintain a positive rapport with staff.

Tasks	Month
The counselors will:	
1. Reach mutual agreement with administration regarding referral procedure; e.g., counseling vs. discipline referral.	September/Continuing
2. Consult with teachers, parents, and administrators when appropriate.	Continuing
3. Provide follow-up with the appropriate personnel.	Continuing

12th Grade

Description	Objectives
The counselors will: Accept staff referrals and provide appropriate feedback.	1. Encourage building staff to make referrals. 2. Maintain a positive rapport with staff.

Tasks	Month
The counselors will:	
1. Reach mutual agreement with administration regarding referral procedure; e.g., counseling vs. discipline referral.	September/Continuing
2. Consult with teachers, parents, and administrators when appropriate.	Continuing
3. Provide follow-up with the appropriate personnel.	Continuing

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PERSONAL-SOCIAL GUIDANCE SERVICES

REFERRAL SERVICES

7th Grade

Description	Objectives
The counselors will:	Students/Parents will:
1. Inform parents about available educational/personal-social referral services upon request. 2. Refer students and/or parents to school or community resources for assistance upon request.	Be made aware of appropriate educational/personal-social referral services.

Tasks	Month
The counselors will:	
1. Recognize his/her own professional limitations as per American Personnel and Guidance Association standards.*	Continuing
2. Discuss the need for referral with the student and/or parent and encourage student/parent self-referral.	Continuing
3. Discuss referral resource with student/parent and evaluate the options.	Continuing
4. Initiate changes in the school schedule and/or school setting, if appropriate, and follow-up when needed.	Continuing

*American Personnel and Guidance Association standards in Addendum.

8th Grade

Description	Objectives
The counselors will:	Students/Parents will:
1. Inform parents about available educational/personal-social referral services upon request. 2. Refer students and/or parents to school or community resources for assistance upon request.	Be made aware of appropriate educational/personal-social referral services upon request.

Tasks	Month
The counselors will:	
1. Recognize his/her own professional limitations as per American Personnel and Guidance Association standards.*	Continuing
2. Discuss the need for referral with the student and/or parent and encourage student/parent self-referral.	Continuing
3. Discuss referral resource with student/parent and explain the options.	Continuing
4. Initiate changes in the school schedule and/or school setting, if appropriate, and follow-up where appropriate.	Continuing

*American Personnel and Guidance Association standards in Addendum.

9th Grade

Description	Objectives
The counselors will:	Students/Parents will:
1. Inform parents about available educational/personal-social referral services upon request. 2. Refer students and/or parents to school or community resources for assistance upon request.	Be made aware of appropriate educational/personal-social referral services, when the need exists.

Tasks	Month
The counselors will:	
1. Recognize his/her own professional limitations as per American Personnel and Guidance Association standards.*	Continuing
2. Discuss the need for referral with the student and/or parent and encourage student/parent self-referral.	Continuing
3. Discuss referral resources with student/parent and explain the options.	Continuing
4. Initiate changes in the school schedule and/or school setting, if appropriate, and follow-up where appropriate.	Continuing

*American Personnel and Guidance Association standards in Addendum.

PERSONAL-SOCIAL GUIDANCE SERVICES

REFERRAL SERVICES

10th Grade

Description	Objectives
The counselors will:	Students/parents will:
1. Inform parents about the educational/personal-social referral services that are available upon request.	Be made aware of appropriate educational/personal-social referral services.

Tasks	Month
The counselors will:	
1. Recognize his/her own professional limitations and responsibilities as per the American Personnel and Guidance Association standards.	Continuing
2. Discuss the need for referral with the student and/or parent and encourage student/parent self-referral.	Continuing
3. Discuss referral resource with student/parent and evaluate the options.	Continuing
4. Initiate changes in the school schedule and/or school setting and follow-up where appropriate.	Continuing

11th Grade

Description	Objectives
The counselors will:	Students/parents will:
1. Inform parents about the educational/personal-social referral services that are available upon request.	Be made aware of appropriate educational/personal-social referral services.

Tasks	Month
The counselors will:	
1. Recognize his/her own professional limitations and responsibilities as per the American Personnel and Guidance Association standards.	Continuing
2. Discuss the need for referral with the student and/or parent and encourage student/parent self-referral.	Continuing
3. Discuss referral resource with student/parent and evaluate the options.	Continuing
4. Initiate changes in the school schedule and/or school setting and follow-up where appropriate.	Continuing

12th Grade

Description	Objectives
The counselors will:	Students/parents will:
1. Inform parents about the educational/personal-social referral services that are available upon request. 2. Refer students and/or parents to school or community resources for assistance when the need exists.	Be made aware of appropriate educational/personal-social referral services.

Tasks	Month
The counselors will:	
1. Recognize his/her own professional limitations and responsibilities as per the American Personnel and Guidance Association standards.	Continuing
2. Discuss the need for referral with the student and/or parent and encourage student/parent self-referral.	Continuing
3. Discuss referral resource with student/parent and evaluate the options.	Continuing
4. Initiate changes in the school schedule and/or school setting and follow-up where appropriate.	Continuing

LIFE-CAREER GUIDANCE SERVICES

GROUP GUIDANCE PROGRAM

7th Grade

Description *

The counselors will:

1. Provide leadership for a developmental guidance program for 7th grade students.
2. Assist in the delivery of this program.

Objectives

Students will:

Participate in a developmental program designed to assist them in obtaining life-career development skills.

Program Components

1. Understanding/exploring self
2. Decision-making
3. Setting goals
4. Overcoming barriers
5. Assessing information
6. Enhancing relationships
7. Interpersonal relationships
8. Conflict resolution/problem-solving
9. Job-getting and holding skills.

Performance Objectives

To be determined

* Assist in the operation of the Career Resource Center in Schools

8th Grade

Description *

The counselors will:

1. Provide leadership for a developmental guidance program for 8th grade students.
2. Assist in the delivery of this program.

Objectives

Students will:

Participate in a developmental program designed to assist them in obtaining life-career development skills.

Program Components

1. Decision-making
2. Determining values
3. Setting goals
4. Expanding options
5. Overcoming barriers
6. Enhancing relationships
7. Leadership skills
8. Conflict resolution/problem-solving
9. Money management
10. Job-getting and holding skills.

Performance Objectives

To be determined

* Assist in the operation of the Career Resource Center in Schools

9th Grade

Description *

The counselors will:

1. Provide leadership for a developmental guidance program for 9th grade students.
2. Assist in the delivery of this program.

Objectives

Students will:

Participate in a developmental guidance program designed to assist them in obtaining life-career development skills.

Program Components

1. Developing the ability to deal with self and others in a positive way.
2. How to operate and work within the system.
3. Developing realistic goals
4. Expanding options
5. Cross-cultural communication
6. Job-getting and holding skills
7. Financial planning/money management
8. Conflict resolution/problem-solving.

Performance Objectives

To be determined

* Assist in the operation of the Career Resource Center in Schools

LIFE-CAREER GUIDANCE SERVICES

GROUP GUIDANCE SERVICES

10th Grade

Description

The counselors will: *

1. Provide leadership for a group guidance program for 10th grade students.
2. Assist in the delivery of this program.

Objectives

Students will:

Participate in a group guidance program designed to assist them in obtaining life-career development skills.

Program Components

1. Adjusting to the high school.
2. Conflict resolution/problem solving.
3. Job getting and holding skills.
4. High school/post-high school planning.
5. Interpersonal relations.

Performance Objectives

To be developed

11th Grade

Group guidance programs will be held in the following areas:

A. Post-High School Career Planning/ Decision-Making	
1. SDS Interest Inventory	October
2. Decision-Making Process	"
3. Career-Planning Process	"
4. College Application Procedures	April
5. Financial Aid Information	"
B. Testing Information	
1. PSAT/NMSQT/NMSF	September/March
2. ACT	" "
3. SAT	" "
4. AP Tests	" "
5. ACH Testing	" "
C. Career Resource Speakers	
Averaging one per month in the Career Resource Center	October/November/ February/March/ April

12th Grade

Group guidance programs will be held on the following topics:

A. Testing Information	
1. SAT	September
2. ACT	
3. AP Exams	
4. Achievement Tests	
5. GED	
B. Financial Aids Information for Post-High School Training	October
C. Post-High School Planning	
1. Employment	
2. Vocational Training	September/October
3. College	
4. Military	
5. Travel	
6. Other	
D. Exit Information Questionnaire	May

* High school counselors will assist in the operation of the Career Resource Center on a regular basis.

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